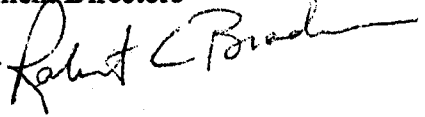




**Department of Energy**  
**National Nuclear Security Administration**  
Washington, DC 20585

**FEB 18 2004**

**MEMORANDUM FOR:** NNSA Site Office Managers  
NNSA Service Center  
NNSA Senior Managers at Headquarters  
NNSA Contractor Procurement Directors

**FROM:** Robert C. Braden, Director   
Office of Procurement  
and Assistance Management  
National Nuclear Security Administration

**SUBJECT:** Six DOE-wide NEPA Contracts

In late 2002, the NNSA (National Nuclear Security Administration) Service Center awarded six DOE-wide NEPA (National Environment Policy Act) contracts to provide support services for NEPA document preparation and related environmental tasks. These contracts have proven to be a valuable tool. They provide:

- High quality NEPA support,
- Timely start of work,
- Flexibility and efficiency in the NEPA process, and
- Performance incentives.

NNSA's Task Order Ombudsman reviewed the award activity under the six contracts and determined that there is an unacceptable imbalance in the distribution of tasks awarded under the contracts with small businesses receiving substantially fewer awards than large businesses. The Ombudsman made several recommendations to correct this imbalance. By this letter I am implementing the following recommendations, which shall remain in effect until the number of task order awards to small businesses more accurately reflects small business availability among the six contractors.

1. All Task Orders of \$1M or less are reserved for small businesses.
2. On Task Orders above \$1M small businesses may form teams with the large businesses holding DOE-wide NEPA contracts.
3. NNSA Federal and NNSA contractor NEPA requirements that can be fulfilled under the DOE-wide NEPA contracts and which are not provided for under other existing contracts must be acquired using the DOE-wide NEPA contracts

The above policies apply to all NNSA Federal and NNSA contractor uses of the DOE-wide NEPA contracts. Exceptions to these policies may be approved by the NNSA Chair of the Board of Awards who will coordinate his decision with the NNSA HQ Small Business Program Manager or designee.



Details on the DOE-wide NEPA contracts can be found at  
<http://tis.eh.doe.gov/nepa/contracting.html>.

The contracts are:

- |                   |                   |                  |
|-------------------|-------------------|------------------|
| 1. AGEISS         | DE-AM04-03AL67464 | a small business |
| 2. BATTELLE       | DE-AM04-02AL67952 |                  |
| 3. JASON          | DE-AM04-02AL67953 |                  |
| 4. POTOMAC-HUDSON | DE-AM04-03AL67465 | a small business |
| 5. SAIC           | DE-AM04-02AL67954 |                  |
| 6. TETRA TECH     | DE-AM04-02AL68285 |                  |

Should you have any questions please contact Tripp Gibson, Chair of the NNSA Board of Awards, at (505) 845-6920 or [rgibson@doeal.gov](mailto:rgibson@doeal.gov).

cc: Richard Hopf